Student Financial Checklist

- Log into Wins
- Complete Terms & Conditions
- Setup or Change Authorized Users
- Register for Classes
- Receive Billing
- Manage Due Dates
- Check Financial Aid Status
- Check Scholarship Status
- Pay Remaining Balance
- Manage Past Due Amounts
- Received more aid then needed
- Questions

How To:

Before each semester:
- Sign terms and conditions
- Check your contact info in WINS
- Financial Aid Checklist
- Direct Deposit info correct
- Turn in scholarship checks
- Make note of add/drop dates

During each semester:
- Make note of due dates
- Check account balance weekly
- Check email weekly
- Pay bill by due date
- Register for next term

View your WINS account
View your student account in WINS account regularly. Log into WINS from the UW-Whitewater home page. Click on the Student Financial Account. Click on Account Inquiry and choose the “View Printer Friendly”. This will give you a summary of all of your account activity.

Terms & Conditions for Enrollment/Credit Agreement
The Terms & Conditions Enrollment/Credit Agreement that you signed online will need to be signed prior to enrolling each term. Please review it carefully for important payment plan information that is available in the Fall and Spring terms. We recommend printing out a copy from your WINS account for your records.

Authorization for Release of Information
If you wish to give access to family members to contact Student Accounts with regard to your billing account information, please ensure you have filled out an information release form. This form can be found at http://www.uww.edu/adminaffairs/finance/cashiers-office/forms#StudentAccountForms click on “Authorization for Release of Information”.

Authorized Users for E-billing
You can set up authorized users through the TouchNet billing site. Once you are logged in, click on the “Authorized Users” tab on the top of the page and follow the prompts. After the authorized user is set up, that person will also receive future E-bill notifications when there is a new bill to review.

Register for Classes
Each semester you will need to sign your terms and conditions for that term and your account needs to be current (not past due). Any questions about the registration process please call Registrar’s office.
**UW-Whitewater E-billing**

All student account billing and other communications from Student Accounts are sent through your UW-W email account. Be sure to check it regularly!

- No paper bills will be mailed to you.
- Be sure to keep adequate space in your UWW email inbox.
- Failure to receive an e-billing statement will not relieve you from your obligation to make a timely payment.
- You can set up Parents, Grandparents etc. as “Authorized Users” in your TouchNet account.

**Important Due Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/17/2021</td>
<td>Term Due date–without payment plan</td>
</tr>
<tr>
<td></td>
<td>ALL tuition, housing and meal charges due on September 17, 2021, even if the charge does not have a due date assigned</td>
</tr>
<tr>
<td>10/15/2021</td>
<td>1st Installment with payment plan</td>
</tr>
<tr>
<td>11/12/2021</td>
<td>2nd Installment with payment plan</td>
</tr>
</tbody>
</table>

**Financial Aid**

The first financial aid disbursement applied for the Fall 2020 Term can be viewed on WINS on September 2, 2021.

Students receiving financial aid or have a third party agreement are subject to the same payment deadlines. Do not depend on other financing sources to be available to pay your University bill by the payment deadline.

**Scholarships**

Scholarships are treated the same as financial aid and require additional time to process. Scholarship checks should be turned into the UW-W Cashier’s Office at least 10 days prior to the term due date.

**Payment Options**

**Payment Online:**

This is the fastest-easiest way to pay your bill and the payment will be posted immediately to your student account. Online payments can be made by going to [https://touchnet.uww.edu](https://touchnet.uww.edu)

- **Checking/Savings Account:**
  
  Electronic payments made from your checking or savings accounts do NOT have a convenience fee. It’s FREE!

- **Credit Card/Debit Card:**
  
  Credit Card payments can be made online using MasterCard, Visa, American Express and Discover. There is a 2.85% convenience fee (minimum $3.00) charged when making a credit card payment. Debit card payments are treated as credit card payments and will be charged the convenience fee.

- **International Payments:**
  
  [https://www.flywire.com/pay/uww](https://www.flywire.com/pay/uww)

***For step-by-step instructions for online bill payments see page 4.***

**Payment by Check:**

Make checks payable to UW-Whitewater. Checks must be received in the Cashiers Office by the due date. Include the student name and student ID on the check. Mail payment to:

- UW-W Cashier’s Office
- P.O. Box 88
- Whitewater, WI 53190

**Payment at Cashier’s Office:**

Payments can be made on campus at UW-W Cashier’s Office between the hours of 8:00-3:30 Monday-Friday in Hyer Hall room 104. The depository outside the University Cashier’s Office is available when Hyer Hall is open. Credit and debit cards are not accepted at the cashier’s window.
On Your Phone:

WINs Pay is the UW-Whitewater billing and payment system in a compact, easy-to-use mobile application. This app allows you to perform a variety of tasks including viewing outstanding charges, making payments, and managing your account settings.

Download the app today and start saving time when it comes to your student billing options. Available on the App Store and Google Play.


Past Due Accounts

It is important to have your student account balance paid in full by the due date. Once an account becomes past due, there is a risk your current or upcoming classes may be cancelled. In addition, the student will be unable to register for future terms, receive transcripts, or their diploma and a 1.25% finance charge will be added to any past due balance. This finance charge will be assessed each billing period until the student account is paid current.

Direct Deposit

The FASTER Refund Option

To sign up:
1. Login to the billing site: https://touchnet.uww.edu
2. Click “eRefunds"
3. Click “Set up Account"
4. Select your account type
5. Fill in your account information (NOTE: If you type your account information incorrectly, there will be a delay in receiving your money)
6. Click “Continue”
7. Click the “I agree” box
8. Click “Continue”

If you have a refund coming and have not set up an E-refunding account, your paper check could be delayed as long as 1 week.

IMPORTANT NUMBERS:

Admissions 262-472-1440
(residency, admittance, scholarships)

Bookstore 262-472-5637
(textbook rental, retail)

Cashier’s Office 262-472-1378
(payments, refunds, TouchNet, Student Org accounts, departmental deposits)

Center for Global Ed. 262-472-5759
(international orientation/counseling)

Financial Aid 262-472-1130
(SAP, counseling, work study, aid disbursements)

First Year Experience 262-472-3205
(Warhawk SOAR)

Hawk Card 262-472-1437
>ID cards, meal plans, purple points

Health Services 262-472-1300
(health counseling)

IT Help Desk 262-472-4357
(passwords, WINS access, troubleshooting)

Parking 262-472-1011
(citations, permits)

Registrars 262-472-1570
(veterans, enrollment, withdrawals, late adds)

Residence Life 262-472-4200
(housing contracts, housing deposits)

Student Accounts 262-472-1373
(prom notes, accounts, terms & conditions, collections, third party billings, payment arrangements)

Students w/ Disabilities 262-472-4711

University Police 262-472-4660
(Non-Emergency)

Veterans 262-472-1570
## HOW TO PAY YOUR BILL ONLINE

<table>
<thead>
<tr>
<th>Paying your bill through your checking or savings account</th>
<th>Paying via Credit/Debit Card</th>
</tr>
</thead>
<tbody>
<tr>
<td><em><strong>THIS IS A FREE OPTION</strong></em></td>
<td><em><strong>The cards we accept are MasterCard, American Express, and Discover</strong></em></td>
</tr>
<tr>
<td>*** If you type your number incorrectly, the payment will not process and you will receive a $20 returned payment charge on your account***</td>
<td><em><strong>There is a 2.85% convenience fee or $3.00 minimum for paying with a credit card</strong></em></td>
</tr>
<tr>
<td>1. Log into the billing site: <a href="https://touchnet.uww.edu">https://touchnet.uww.edu</a> with your NetID and password under the Students and Staff log in or with the email set up under the Authorized Users log in</td>
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</tr>
<tr>
<td>2. Click “Make a Payment” under your Current Account Status</td>
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</tr>
<tr>
<td>3. Type in the amount you want to pay and the date you want to pay on</td>
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</tr>
<tr>
<td>4. Select New Electronic Check (checking/savings) from the drop down menu and click “Select”</td>
<td>4. Select “Credit Card via PayPath” from the drop down menu and click “Select”</td>
</tr>
<tr>
<td>5. Select your account type from the drop down menu and fill in your account information.</td>
<td>5. Make sure your pop-up blockers are turned off and click “Continue to PayPath”</td>
</tr>
<tr>
<td><strong>NOTE</strong>: If you would like to save this account for future payments or refunds, check the corresponding boxes.</td>
<td>6. Click “Continue”</td>
</tr>
<tr>
<td>6. Click “Continue”</td>
<td>7. Confirm the amount you are paying and click “Continue”</td>
</tr>
<tr>
<td>7. Verify all the information is correct, read the Terms and Conditions, and check the “I agree” box</td>
<td>8. Type in all your card information and click “Continue”</td>
</tr>
<tr>
<td>8. Click “Submit Payment”</td>
<td>9. Verify all the information is correct and click “Continue”</td>
</tr>
<tr>
<td>9. You will receive a confirmation email in either your UWW email or the email registered for the authorized user</td>
<td>10. Continue through the payment steps to verify and complete your payment</td>
</tr>
<tr>
<td></td>
<td>11. You will receive an email confirmation in either your UWW email or the email registered for the authorized user</td>
</tr>
</tbody>
</table>